ASYCUDAWORLD

http://asycuda.customs.gov.dm

Declaration Processing Training Booklet

Introduction

The declaration processing capability is the core component of any automated customs software. It reflects both the system behavior and the customs practice in force. When it is plugged into its surrounding environment; customs tariffs, reference tables, taxation rules and the other customs legal basis, a complete customs automated system is created.

Declarations are the base document of the customs and are used to control the movement of goods into and out of the country. They also represent the data repository for calculation, and consequently collection, of taxes and duties as well as the main source of national trade statistics.

AW provides a robust, comprehensive declaration processing capability which is based on using the SAD as a standard form. The SAD (Acronym of Single Administrative Document, developed by the EU and called for as an 'International Standard' by the WCO), as utilized by AW Declaration Processing Capability (DPC), covers all customs procedures and regimes except transit procedures.

In this system, customs officers do not key in declaration on behalf of traders. They rather do the control portion of the customs' declaration process. More room is left for traders to key in their declaration themselves (DTI).

SCHEDULE

DECEMBER 2010	SESSION 1	SESSION 2	SESSION 3	SESSION 4
TUESDAY				
WEDNESDAY				
THURSDAY				

Overall Aim: This training is designed to provide Customs brokers and tariff clerks with the necessary information required for the preparation of a Customs Declaration for imports and exports, using ASYCUDA WORLD. It covers the complete clearance path from the arrival of goods to Customs release and also to exit of goods from the island.

USER NVIRONMENT

Objectives:

At the end of this section users will be able to:

- Login to the system
- Access the document library
- Modify their profile and change their password
- Practice skills gained through completing this module

Configuring My Profile Application

MyProfile Application is available to every user of the system. Its **Shortcut** is in the **Document Library** and contains all the information filled-in in the **User Profile** application.

Changes allowed to the user

Go to **Document Library –> Test** and right click on the **MyProfile** icon. Select the option **Update**.

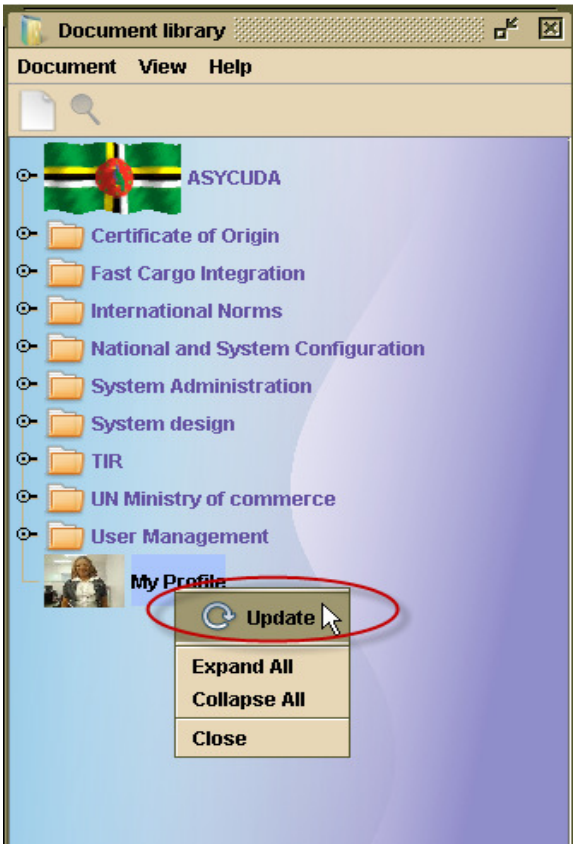


Figure 1

Changing the password

The user is allowed is to change his / her login password in the **User authentication** section. This represents a good security measure that needs to be done on a time schedule based on the user's work environment.

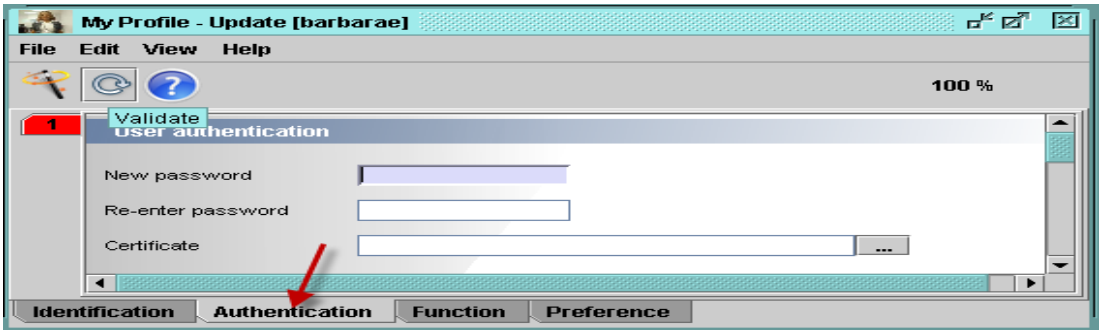
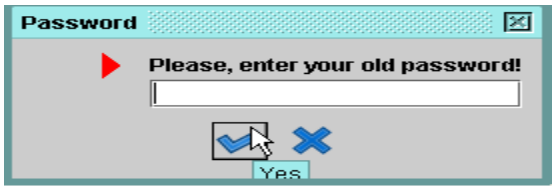


Figure 2 - My Profile, Authentication form, User authentication section



Configuring the Desktop

Each user can customize their desktop from the **Preference** form.

This form contains four pages. The third page contains settings which affect the desktop for all users. The other three pages contain settings which affect the desktop only for the connected user.

Page 1 contains three sections: **User interface**, **Desktop rules** and **E-mail rules**.

User Interface:

Look & feel, theme: the user can set the colors of the desktop;

Language: users can change the language of the interface according to their needs:

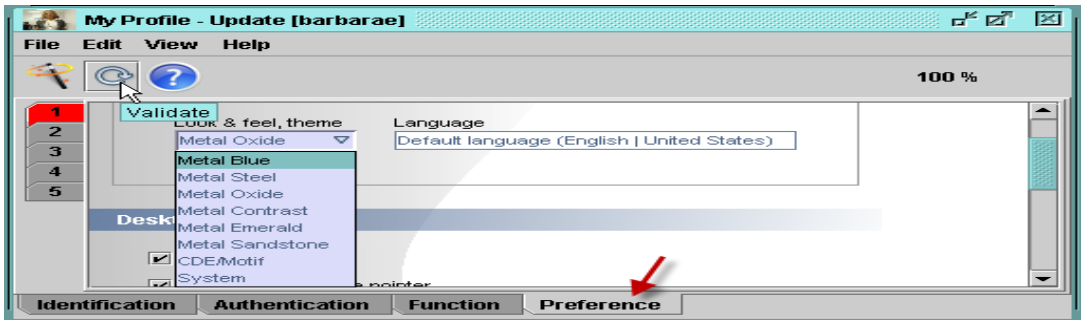


Figure1 - My Profile, Preferences form, User interface section

Desktop rules:

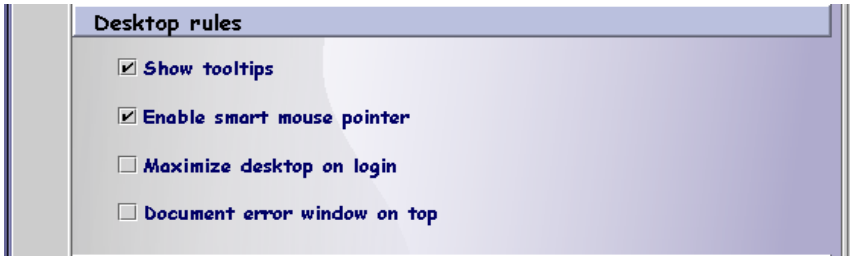
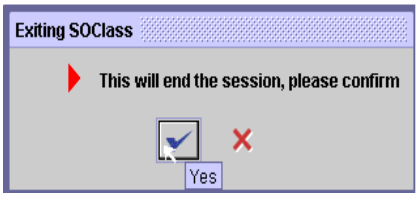


Figure2 - My Profile, Preferences form, Desktop rules section

Show tool tips: whenever you pass the mouse cursor over a field within the system's applications, the name of the respective field will appear besides the cursor, for instance, in the following example, **language**:

Enable smart mouse pointer: If smart pointer is on, the mouse cursor is automatically positioned on the default option of a dialog box, when the dialog box is displayed:

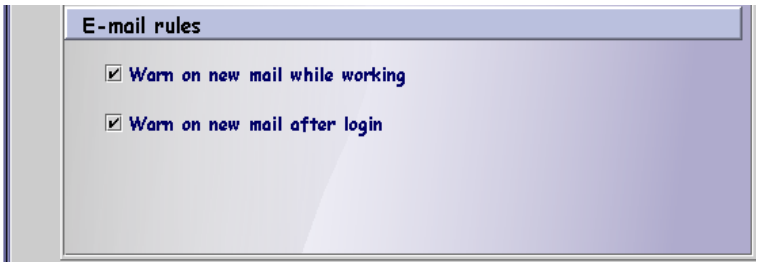


Maximize desktop on login: select this button in order to have a maximized desktop every time you open the application.

Document error window on top: always see the error window on top of all documents.

The **E- mail rules** section:

Figure 1 *– My Profile, Preferences form, E-mail rules section*



Warn on new mail while working: select this option in order to be warned while working within the system every time you receive a new e-mail.

Warn on new mail after login: select this option in order to be warned about the existence of new mail in your mailbox when you login to the system.

Page 2: The **Computer performance** section

This page too contains tools which affect the settings on the entire computer without making a difference as to what user is working at the computer.

You have the possibility to modify the processor speed and memory installed.

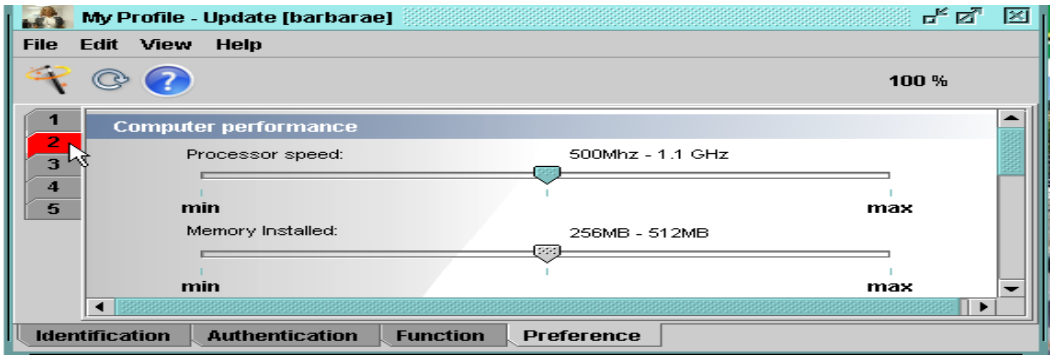


Figure3 - My Profile, Preferences form, Page 2: Computer performance section

The **Settings** section:

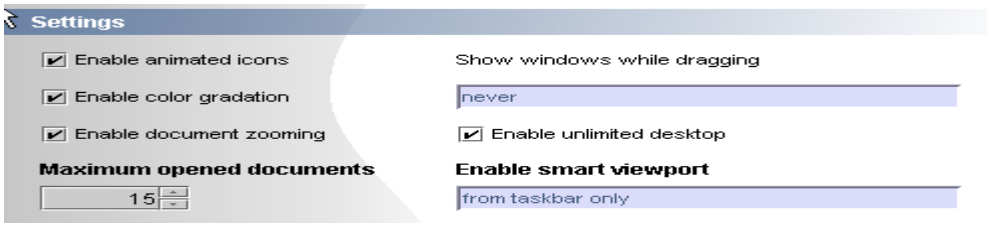


Figure4 - My Profile, Preferences form, Page 2: Settings section

Enable animated icons: you have the possibility to choose animated icons, if such icons are available;

Enable colour gradation: you have the possibility to choose colour gradation or not;

Enable document zooming: you have the possibility to allow zooming of the document;

Maximum opened documents: you have the possibility to establish the maximum number of opened documents;

Show windows while dragging: you can see the contents of the window while dragging it.

Enable unlimited desktop: controls if the Desktop size should be limited the resolution of the screen or it can become an unlimited size function of the structure of data displayed.

The Advanced Settings section:

The document and component pools are part of the optimization machinery of SOClass. What is costly – in terms of response time - is to instance an object, i.e. allocate memory for the object. What is smart is to have objects instanced before you need them and reusable, i.e. not destroyed, after you do not need them anymore. The pool is the place where you store objects that are currently unused, but allocated.

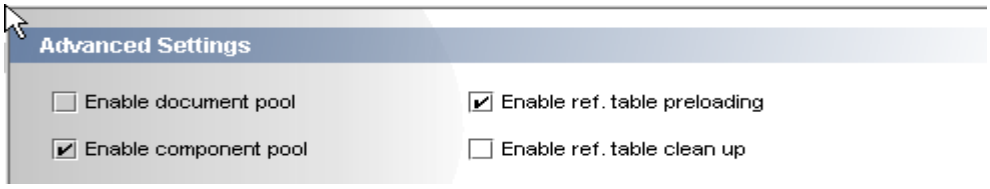


Figure5 - My Profile, Preferences form, Page 2: Advanced Settings section

Enable document pool: The documents can be pooled only if #preloaded=yes is specified. If the **Enable document pooling** option is not checked, the document will be not pooled even if #preloaded=yes is specified.

Enable ref. table preloading: The option will be meaningful only if Client_Preload_Reference_Tables is true**.** If Client_Preload_Reference _Tables is false, reference tables will never be preloaded. **MyProfile**: **Enable ref. table Clean up**: If the reference tables are not used, after some delay they can be moved out from the memory, on low memory workstations. This is about all loaded reference tables (even if they are loaded by need with the document which uses them), not only about the preloaded reference tables.

Enable reference table clean up: Table pre-loading means that at login time, the client will load the table from the server for further lookup use. If not, the table will be loaded when needed (lazy initialization)

The Local Computer section:

Figure6 - My Profile, Preferences form, Page 2: Local Computer section

Help in external browser: select this option in order to have access to an external browser

Remember keystore folder controls if the system should or not to remember the folder address (the physical location on the disk) from where it has loaded the files specific for the signature.

Page 3 contains one section - **Screen Saver**:

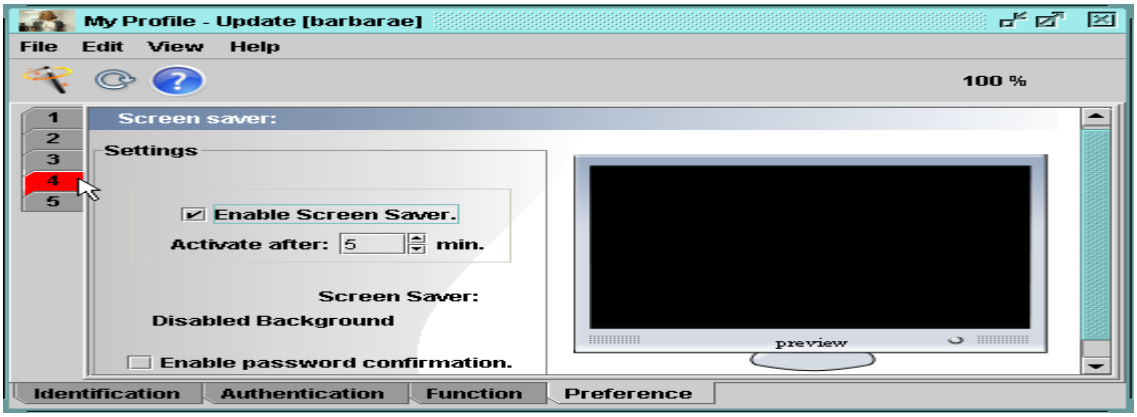


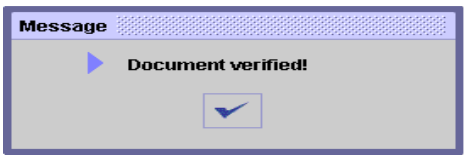
Figure7 - My Profile, Preferences form, Page 3: Screen saver section

Enable Screen Saver: if you want to have a screen saver, click this option, then set the time to activate it in the field **Activate after**.

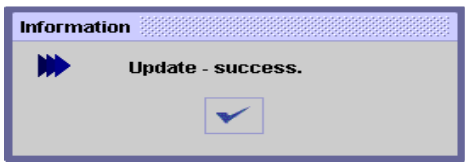
If you want to have a password-protected screen saver, click the box **Enable password confirmation**. The screen saver password will be the same as the login password for the respective user.

Updating the user profile

Having filled-in or selected all the relevant fileds, press the **Verify** button from the toolbar to check for errors. If there are no errors, the system will display the following message:



Then, press the **Validate** button from the toolbar to produce the changes:

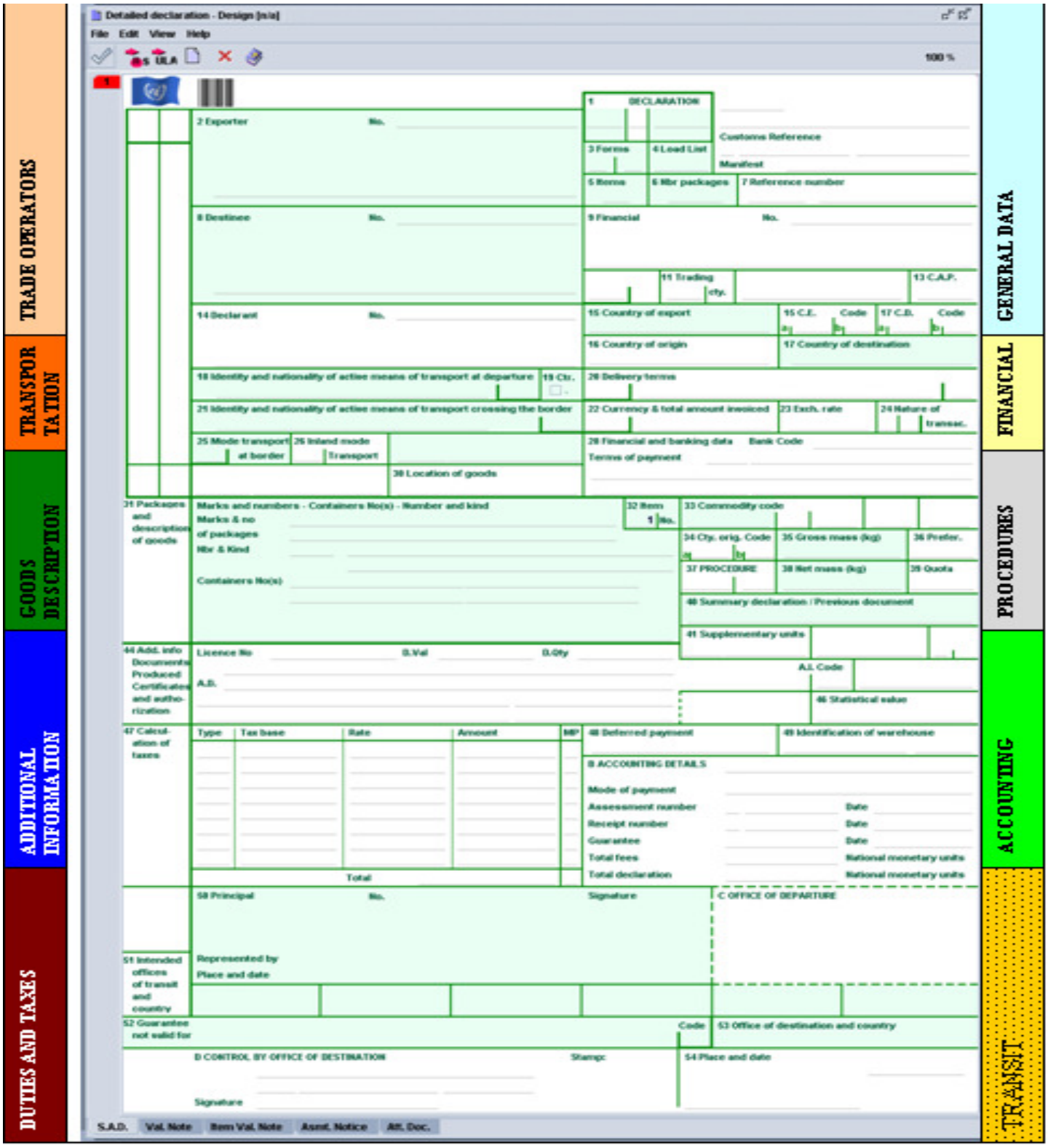


DECLARATION

Objectives:

At the end of the course participants will be able to:

- Determine the link between the Manifest and Customs Declaration and importance for consistency between the two
- Understand the use of the Models of Declaration and Customs procedure codes in the context of requested and previous Customs treatment of imports and exports
- Understand and navigate the Single Administrative Document(SAD) tabs and fields
- Create a Customs declaration, with a clear understanding of each field requirement on the SAD
- How to store a declaration on the Customs Server and retrieve the same for additional processing such as amendment, Registration and Assessment
- Perform payment and subsequent request for Selectivity to determine Customs Examination lanes
- Requirements for presentation of goods and documents for Customs examinations
- Practice skills gained through completing this module


TRADE OPERATORS
TRANSPORTATION
GOODS DESCRIPTION
ADDITIONAL INFORMATION
DUTIES AND TAXES
GENERAL DATA
FINANCIAL
PROCEDURES
ACCOUNTING
TRANSIT
Detailed declaration - Design [n/a]
File Edit View Help
1 DECLARATION
2 Exporter
3 Forms
4 Load List
5 Items
6 Nbr packages
7 Reference number
8 Destinee
9 Financial
11 Trading cty.
13 C.A.P.
14 Declarant
15 Country of export
16 Country of origin
17 Country of destination
18 Identity and nationality of active means of transport at departure
20 Delivery terms
21 Identity and nationality of active means of transport crossing the border
22 Currency & total amount invoiced
23 Exch. rate
24 Nature of transac.
25 Mode transport at border
26 Inland mode Transport
28 Financial and banking data
Terms of payment
30 Location of goods
31 Packages and description of goods
Marks and numbers - Containers No(s) - Number and kind
Containers No(s)
32 Item
33 Commodity code
34 Cty. orig. Code
35 Gross mass (kg)
36 Prefer.
37 PROCEDURE
38 Net mass (kg)
39 Quota
40 Summary declaration / Previous document
41 Supplementary units
44 Add. info Documents Produced Certificates and authorization
Licence No
A.D.
A.I. Code
46 Statistical value
47 Calculation of taxes
Type
Tax base
Rate
Amount
MP
Total
48 Deferred payment
49 Identification of warehouse
B ACCOUNTING DETAILS
Mode of payment
Assessment number
Receipt number
Guarantee
Total fees
Total declaration
National monetary units
50 Principal
Signature
C OFFICE OF DEPARTURE
51 Intended offices of transit and country
Represented by
Place and date
52 Guarantee not valid for
Code
53 Office of destination and country
D CONTROL BY OFFICE OF DESTINATION
Stamp:
54 Place and date
Signature
S.A.D.
Val. Note
Item Val. Note
Asmt. Notice
Att. Doc.

SAD **FORM**

FIELDS GUIDE

BOX	DESCRIPTION	ACTION	USE
General Segment			
	Office Code	**Mandatory**	The Customs Office where declaration will be processed
	Manifest	**Mandatory**	The registration number or reference of the manifest. It is made up of the **Year** and **Sequence number** (i.e. 2005 341). The reference, is made up of the **Voyage number** and **Date of departure (dd/mm/yyyy)** of the vessel or aircraft (i.e.AA922 03/01/2005).
	Customs Reference Number	**System**	The number assigned automatically by the system when a declaration is registered. It is made up of Serial Letter and Sequence number (e.g. C 205) Year and office code
	Date	**System**	The date of Registration of a declaration
1	Declaration Model	**Mandatory**	The declaration mode/regime selected by the user
2	Exporter	**Mandatory**	In case of IMPORT the exporter is residing outside the country of destination and consequently his information does not exist in the reference data tables. Thus, his information is entered manually as written in the transaction's documents. In case of EXPORT, his information should be stored in the relevant reference table and could be filled in automatically either popped up or using the finder**.**
3	Forms	**System**	Shows the page number viewed along with the total number of pages for the whole declaration.
4	Load List	**optional**	The number of loading lists, manifests or similar documents. (known also as bill of lading)
5	Items	**System**	Displays the total number of items (lines) declared in the declaration
6	Nbr. Packages	**Mandatory**	The total number of packages (piece count) for the whole declaration.

7	Reference Number	**Mandatory**	The number given by the trader to identify the declaration. The trader can use it to retrieve/modify his declarations.
8	Consignee	**Optional** **Mandatory**	Name [and address] of party who makes, or on whose behalf a Customs clearing agent or other authorized person makes, an import declaration. This may include a person who has possession of the goods or to whom the goods are consigned.
9	Importer	**Optional**	Name and address of the owner of the goods, may or may not be the consignee.
10	Country of Last Consignment	**Mandatory**	Country from which goods have been or will be consigned prior to final importation.
11	Trading country	**Mandatory**	The nation from or to which the goods are being traded. It may not be the country of origin./ Country of purchase
12	Value Details	**Optional**	Reserved for Future Use
13	CAP	**Optional**	Common Agricultural Policy. Reserved for future use
14	Declarant	**Mandatory**	Customs clearing agent; could be the trader, if he is authorized to clear his consignments by himself, or a brokerage agency**.**
15	Country of Export	**Mandatory**	The nation from which the goods are first exported or consigned.
16	Country of Origin	**Mandatory**	The nation where the goods were manufactured or grown.
17	Country of Destination	**Mandatory**	The country of which the goods are intended. It would always be Dominica in the case of imports.
18	Identity and Nationality of Active means of Transport at arrival	**Mandatory**	Name of ship and place where ship is registered

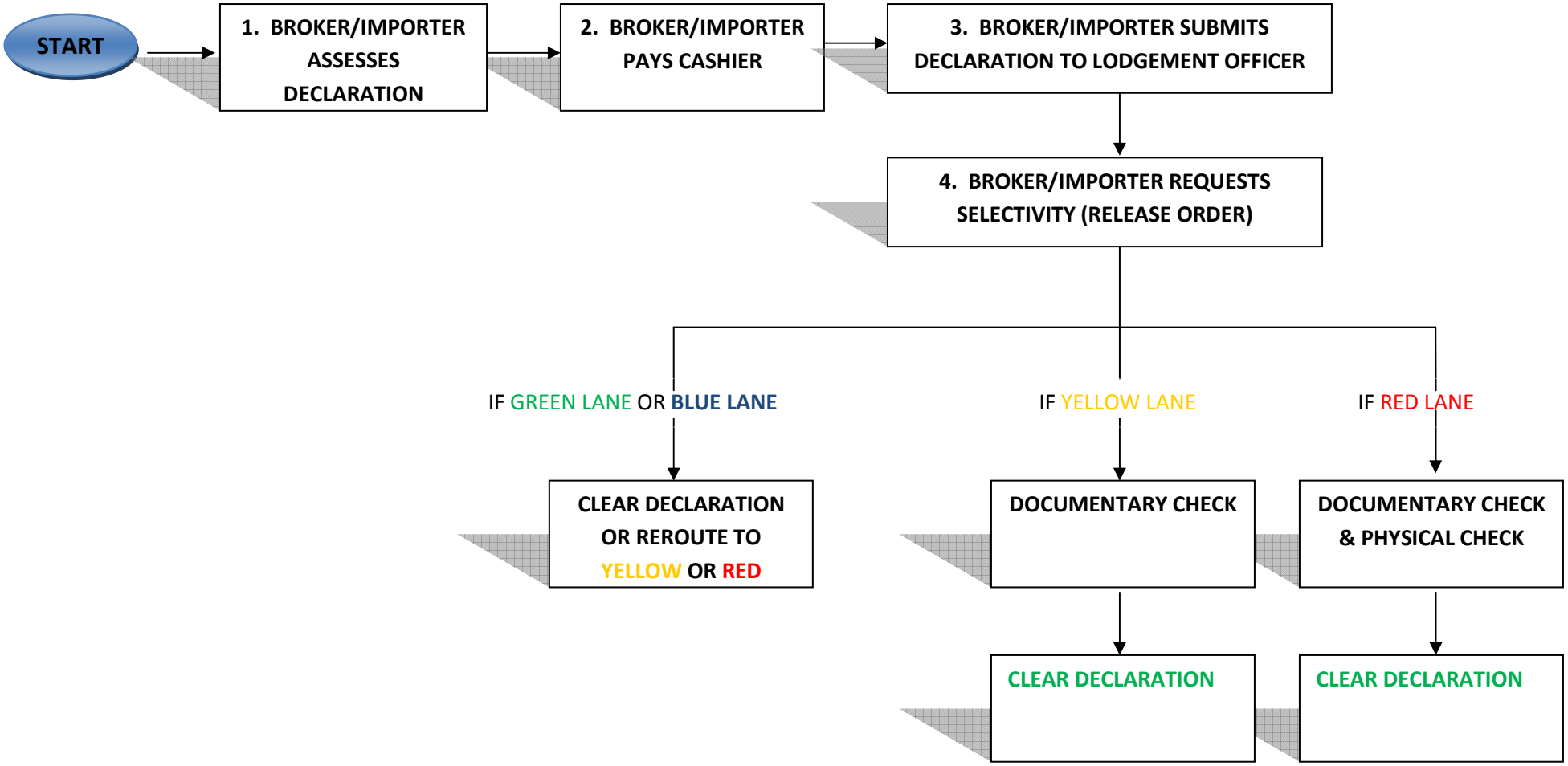
19	Container	**Mandatory** **If goods are in a Con't**	Select if goods are located in a container
20	Delivery terms	**Mandatory**	The terms of delivery specified in the sale contract between the buyer and the seller of the declared goods. Ex. CIF/FOB
21	Identity and Nationality of Active means of Transport at border	**Mandatory**	Name of vessel or aircraft which transported goods into Dominica and Place of registration
22	Currency / Amount Invoiced	**Mandatory**	The currency code in which the goods are invoiced/total invoice price of goods declared
23	Exchange rate	**System**	The rate at which one specified currency is expressed in another specified currency.
24	Nature of Transaction	**Optional**	An indication of the contract under which the goods are supplied.
25	Mode of transport at Border	**Mandatory**	The code corresponding to the active means of transport at the border
26	Inland Mode of transport	**Optional**	The code corresponding to the means of transport which will undertake the internal movement of the goods.
27	Place of Discharge	**Mandatory**	The Port or Location in the country where the goods were initially exported and loaded into the ship or aircraft.
28	Financial and banking data Terms of Payment	**Optional**	The financial agreement between the buyer and seller of the goods
29	Office of Entry	**Mandatory**	The port of entry at which the goods entered Dominica. May be different than office of clearance.

30	Location of goods	**Mandatory**	Name of the place where a specific goods item is located and eventual location in which physical inspection might take place.
ITEM SEGMENT			
31	Packages & Description of goods	**Mandatory**	The hand-written or typed identifiers placed on the packages by the export/supplier
	Container numbers	**Mandatory**	If box 19 is selected enter container number.
	Tariff Description	**Mandatory**	According to the commodity code selected for the item, the system will display the tariff description
	Commercial Description	**Mandatory**	The description sufficiently precise to enable immediate and unambiguous identification and classification of the goods. If the space is not enough to fully describe the goods, use box 41 at Additional Info field to complete the description
32	Item No	**System**	Identifies the item number currently being completed. It is automatically completed by the computer. The maximum amount of items permitted by declaration is 200
33	Commodity Code Product Identifier	**Mandatory**	The tariff code which classifies the goods being declared according to the Common External Tariff. Identifier code of the item (for warehousing purposes)
34	Cty .Orig. Code	**Mandatory**	The code for the nation where the goods were manufactured, produced or grown.
35	Gross Mass kg	**Mandatory**	The total weight in kilos of the goods including packages.
36	Preference Code	**Optional**	Identification of a preferential treatment for the goods under a bilateral or preferential treatment signed by the Government.
37	Procedure	**Mandatory**	The first part (Customs Procedure Code), identifies the treatment which the goods receive. The second part is known as the additional CPC code

			used to identify if the goods are claiming a special duty/tax treatment.
38	Net Mass Kg	**Mandatory**	The net weight (gross mass minus packaging) in kilos of the goods being declared
39	Tax Relief	**Optional**	Mandatory for duty free concessions, indicates which taxes are relieved
40	Summary document Previous document	**Mandatory**	The bill of lading or airway bill number required to identify the consignment of the goods
41	Supplementary Units	**Mandatory**	Quantity of the goods in the unit as required by Customs for tariff, statistical or fiscal purposes
42	Item price	**Mandatory**	Amount due for each chargeable item of goods or services
43	V.M Code	**System**	The Valuation Method used to calculate the value for Customs duties/taxes
44	*License No*		Reserved for future use
	D. VAL	**System**	The system displays the accounts relative to the item of any additional charges or deductions input from the valuation note segment.
	D. Qty	**Mandatory**	Quantity deducted from license for goods which require license
	A .D	**System**	The codes for documents that must be attached to the declaration due to the type of goods ,values, CPC, tax treatment or other information input at the item being declared
	Previous Declaration	**System**	If the goods were previously under a suspense regime, details of the declaration customs reference number will be shown here
	Additional Warehouse Code	**Optional**	Mandatory when transferring goods from one bond to the another
45	Adjustment	**Prohibited**	For internal Customs use only

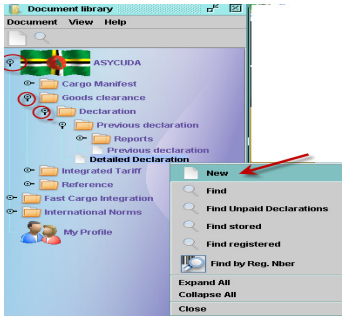
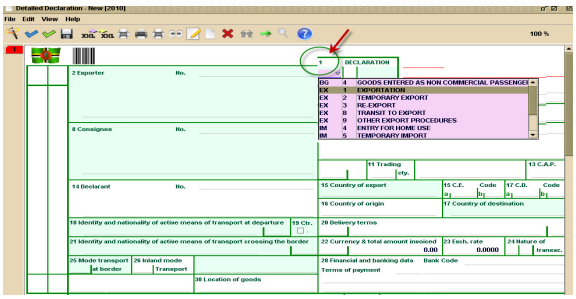
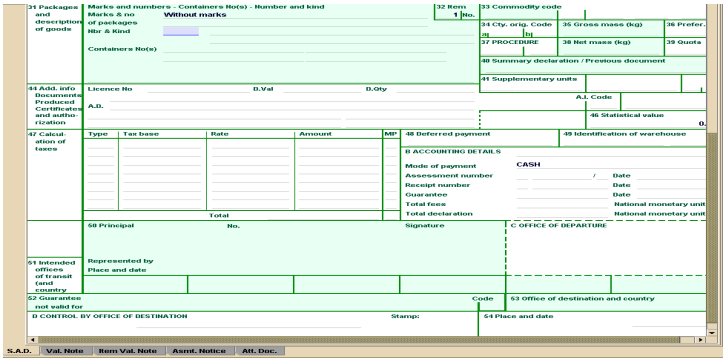
46	Supplier Page	**Mandatory**	Indicates which invoice the item belongs. See Supplier Tab.
47	Statistical value	**System**	value for statistical purposes
48	Deferred/Pre-Payment Account	**Optional**	Reference number identifying a payment of a duty or tax e.g. under a transit procedure. .
49	Identification of Warehouse	**Mandatory for bond**	Warehouse number where goods are bonded
	Delay time	**Mandatory**	The duration in days of the period under which the goods will remain in any suspense regime. This field will be available for warehousing, temporary imports, temporary exports and any other suspense regime.
B	Accounting Details	**System**	Shows the mode of payment, the assessment number and receipt number (when paid) of the declaration, as well as the dates when they occurred.
50	Calculation of taxes	**System**	The system displays a matrix where various columns provide details of the tax calculations performed by the system based on the declared particulars and according to current legislation. **Type** identifies the tax, duty or fee code. **Tax base** shows the base value or quantity upon which the duty or tax has been calculated for the tax line in question. **Rate** displays the actual rate of duty or tax for this tax line, applicable to the goods being declared, as found in the tariff. **Amount** shows the computer calculated amount of duty or tax payable

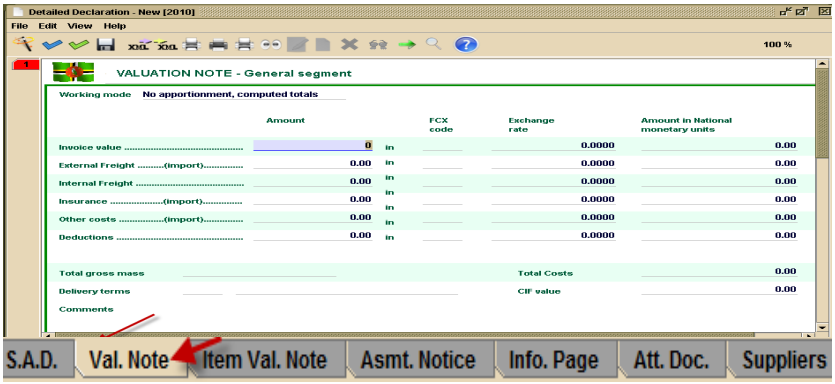
			or, in case of suspense regime, the duty liability to be guaranteed. **Method of payment (MP)** displays the code indicating if it requires payment (value 1 "one") or needs to be guaranteed (value 0 "zero"). I**tem total - XCD** shows the total amount to be paid or guaranteed for the item being declared. All amounts are calculated and shown in national currency.
C	Office of departure	**Prohibited**	Transit
51	Principal	**Prohibited**	Name and address of a party liable for goods moving under a customs authorization and, when applicable, a guarantee.
52	Intended offices of transit and country	**Prohibited**	Name of the customs office which is responsible for transit formalities en route.
53	Guarantee not valid for	**Prohibited**	Customs office at which a security or guarantee for the movement of goods under a transit procedure is lodged**.**
D	Control by office of Destination	**Prohibited**	Name of the customs office at which goods are released from a Customs transit regime.
54	Office of destination country	**Optional**	To be filled by the representative of the trader indicating the date of the declaration and the name of the representative**.**
55	Place and Date	**System**	The system will automatically display the declarant's code and the username of the person who submitted the declaration and the date in which it was accepted by the Customs.

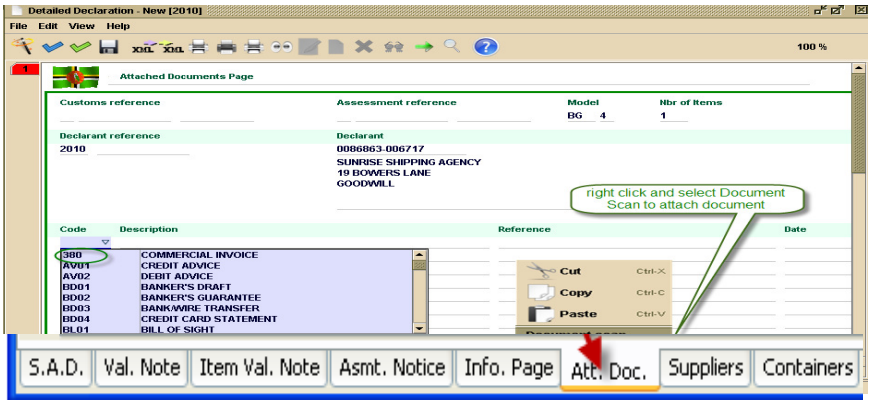
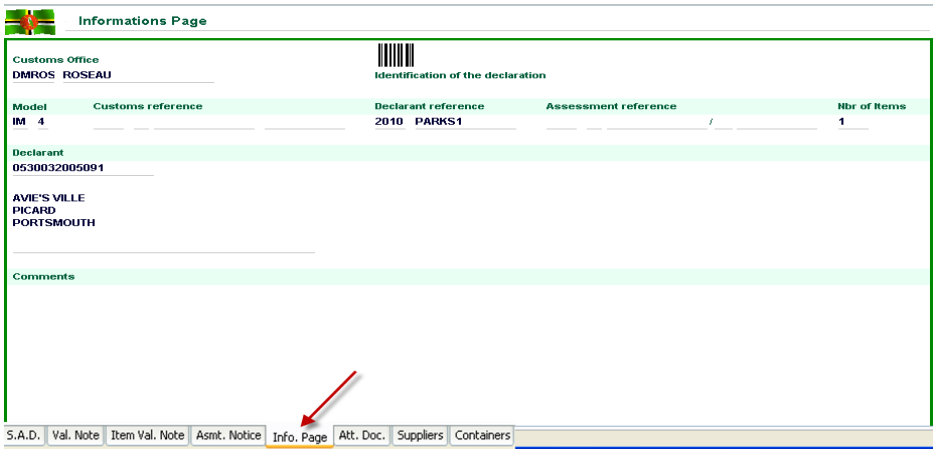
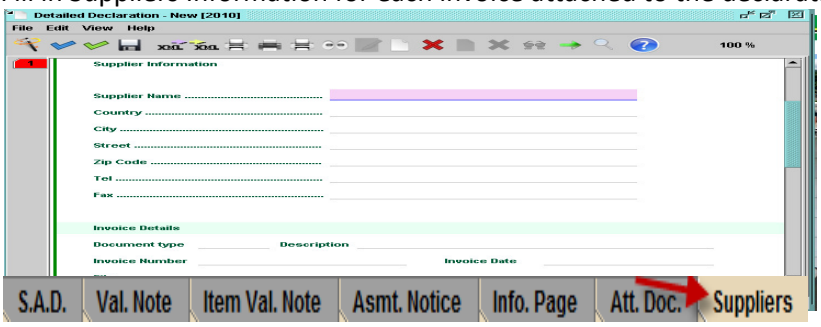

START
1. BROKER/IMPORTER ASSESSES DECLARATION
2. BROKER/IMPORTER PAYS CASHIER
3. BROKER/IMPORTER SUBMITS DECLARATION TO LODGEMENT OFFICER
4. BROKER/IMPORTER REQUESTS SELECTIVITY (RELEASE ORDER)
IF GREEN LANE OR BLUE LANE
IF YELLOW LANE
IF RED LANE
CLEAR DECLARATION OR REROUTE TO YELLOW OR RED
DOCUMENTARY CHECK
DOCUMENTARY CHECK & PHYSICAL CHECK
CLEAR DECLARATION
CLEAR DECLARATION

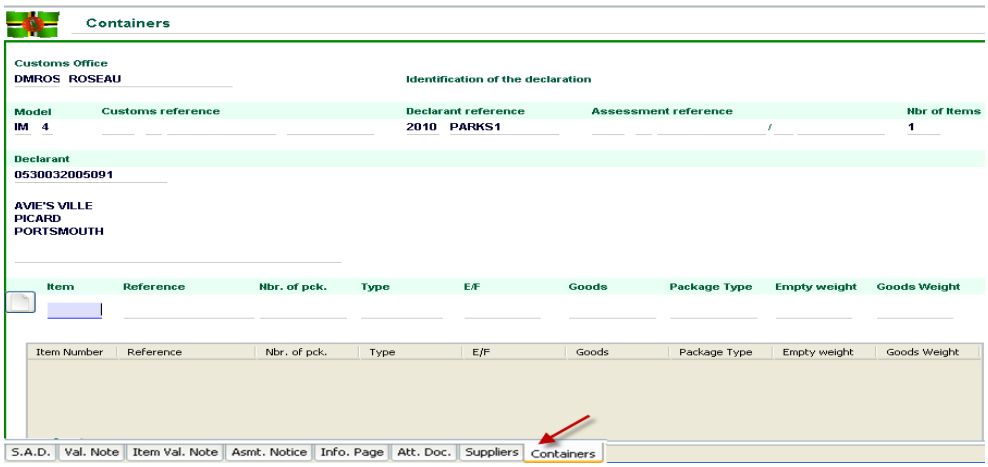
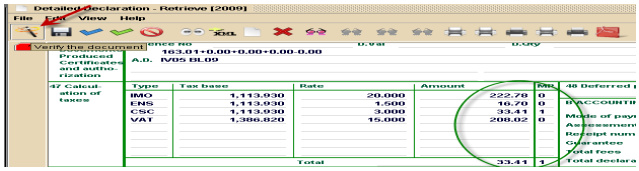
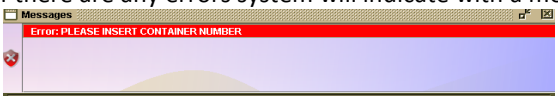
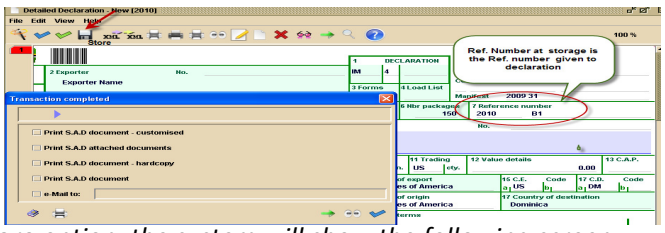
Before keying declaration please ensure that you have all the required documents needed to complete declaration, such as; ASYCUDA bill of lading, invoices, freight document and any other permits of licenses must be submitted with declaration.

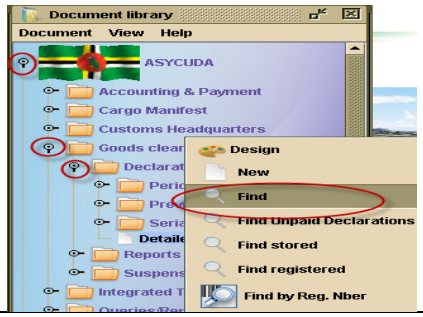
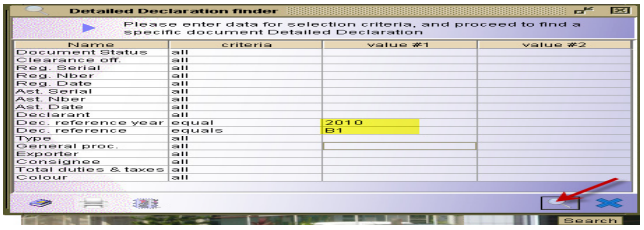
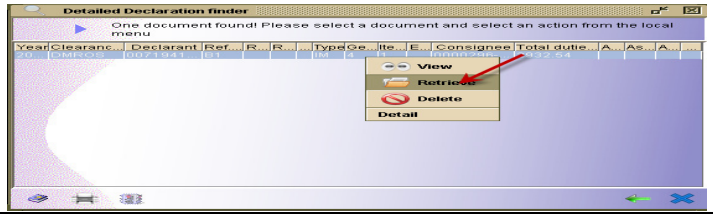
STEP 1- Create Declaration

WHAT TO DO	PROCEDURE
1. Access Declaration Module	To access the declaration module Select the following path; **ASYCUDA→ Goods Clearance→Declaration →Detailed Declaration** as shown below To open a new declaration, Right Click on **Detailed Declaration** and select **NEW** 
2. Complete General Segment **Use attached Declaration Fields guide to complete declaration**	After selecting the declaration model, the system will display the declaration Form (Single Administrative Document – SAD) complete all the fields ; begin with the general segment. *In **Box 1** select the model of Declaration according to the Customs Regime required for the goods being imported or exported.*  *It is very important to make sure you selected the correct model of declaration since it will determine the type of controls and data that the system will make available on the declaration form*
3. Complete Item Segment	After filling out General segment continue by filling out all information in item segment for Item1.  ***NOTE: Use attached "Fields Guide" to fill out declaration***

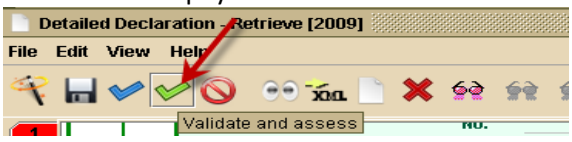
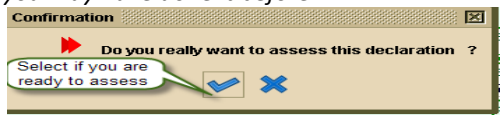
4. Complete Valuation Note	To open Valuation Note select **Val. Note** tab in the bottom of Declaration as indicated below. Input invoiced value of all the goods declared in the main SAD form and other information such as total freight, insurance and any other charges associated with the consignment.  *It automatically apportions the costs between the declaration items when two more items are declared.*
5. Complete Item Value Note *Information on Value note should match information on Valuation note if only 1 item is declared*	Select **Item Value note** tab in bottom of declaration. Upon the completion of all customs value related elements, the CIF value (which is the tax base for customs duties) is automatically calculated for each item.
6. Add additional Items (if required) *The system accepts up to 200 items per declaration*	To add another item select the add icon in the Menu Bar. Fill out all necessary information and select **add item icon** to continue adding items to declaration *The system will automatically apportion the freight and other charges to the items declared based on value.*

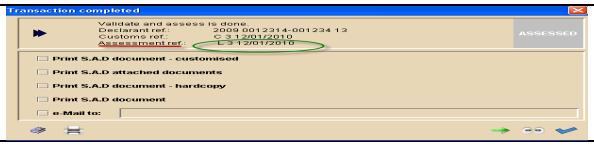
7. Attach Required documents	Select **ATT. Doc** tab on declaration, on this page select code type for document and right click in reference section to attach document. 
8. Fill in Add. Info	Use the additional info tab to input any pertinent information pertaining to the declaration. 
9. Fill in Suppliers Information	Fill in Suppliers Information for each invoice attached to the declaration 

10. Fill Container information (if any)	If goods are containerised select container tab and fill in the required information 
STEP 2- Verify for consistency	
WHAT TO DO	**PROCEDURE**
11. Verify Document *System will not verify document until all errors are corrected*	After inputting all required data select the **Verify icon** to check for any errors and to calculate duties.  If there are any errors system will indicate with a message prompt 
STEP 3- Store Declaration	
12. Store Document *The user can store a declaration at anytime even if the document is not completed.*	To store declaration select the **Store** icon in the menu bar on the opened declaration.  *As soon as you select the **Store** option, the system will show the following screen, confirming that STORE of your declaration has been successful.*

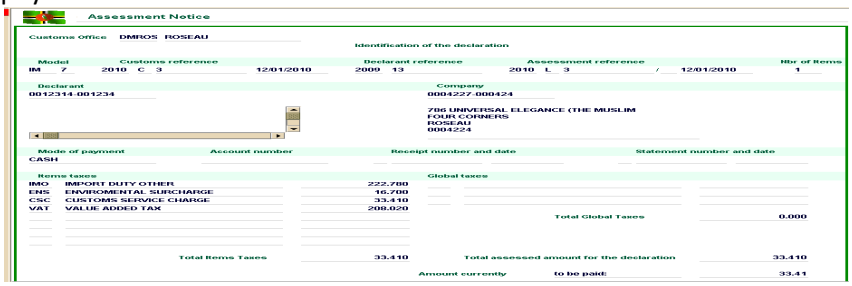
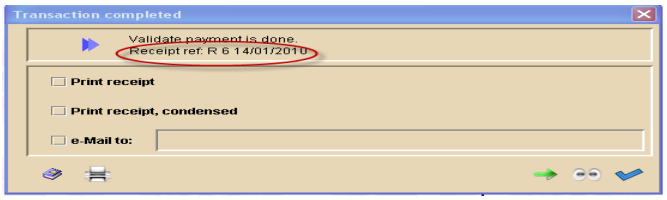
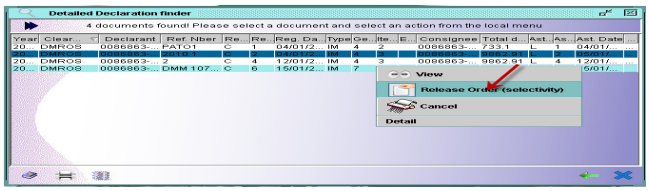
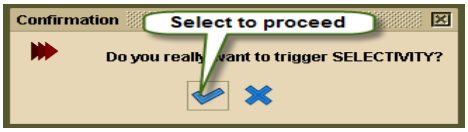
13. Retrieve Stored Declaration	To retrieve a stored declaration go to **Detailed declaration** in document library and right click on **FIND** 
	In finder use reference number to find declaration and select search button as shown below  Right click on the desired document as shown below and select Retrieve to continue working on the declaration 

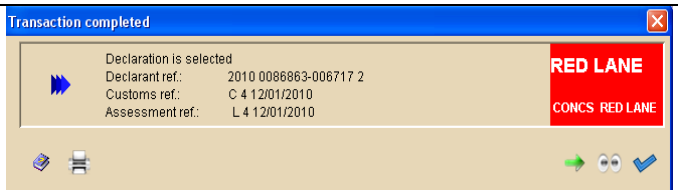
STEP 4- Assess Declaration

WHAT TO DO	PROCEDURE
14. Validate and Assess *Assess means that you are submitting the declaration for Customs acceptance, and acknowledge the values included in it as correct and exact.* *Assessment of a declaration brings on all legal bindings with Customs.*	On the opened declaration, select the **Validate and Assess** Icon to obtain assessment for payment.  *When you select this option, the system will verify that all data is consistent, even though you may have done it before.*  *The System will indicate that your declaration is assessed and will indicate the assessment number needed to make payment.*



STEP 5- Make Payment and Request Selectivity

WHAT TO DO	PROCEDURE
15. Pay Declaration	Supply the cashier with the Assessment number of your declaration to make payment.
	
	 Transaction completed Validate payment is done Receipt ref: R 6 14/01/2010 Print receipt Print receipt, condensed e-Mail to:
16. Request Selectivity	*Cashier will issue a receipt to confirm payment of declaration.*
	Use finder to locate declaration, right click and select **Release Order** from the drop down menu as indicated below
	 Detailed Declaration finder 4 documents found! Please select a document and select an action from the local menu View Release Order (selectivity) Cancel Detail
	
	By selecting this option, you are requesting that customs system triggers the selectivity for determining what examination is required for your declaration
All declarations with Red or Yellow lanes will have a customs officer assigned for examination	System will indicate with a message the assigned lane for your declaration



The system has four selectivity lanes for your declaration:

Red Lane
This means that your declaration requires both documentary check and Physical examination. Present to customs a printed Assessment Notice with all relevant documents and await physical examination.

Yellow Lane
This means that your declaration only requires a documentary check. Present to customs a printed copy of your Assessment Notice and all relevant documents.

Blue Lane
This means that your declaration has been automatically authorized to be released, however, your documents and good will undergo post clearance checks by Customs.

Green Lane
This means that your declaration has been automatically authorized to be released. If it is an import, you can collect your consignment from the custodian of goods. If it is an export then your goods are ready to be shipped.

*Note: Customs reserves the right to examine goods assigned to **Green lane***

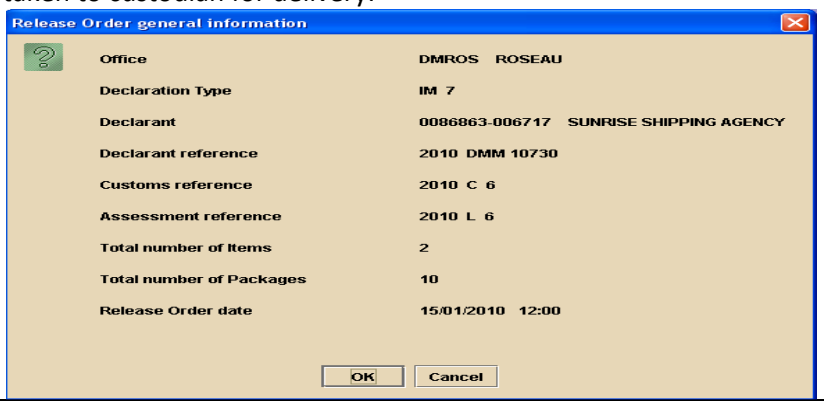
STEP 6 - Collect Goods

17. Lodge Document
(Where goods are Located)

Only Red and Yellow lane declarations should be lodged

Proceed to station where goods are located. Officer will advise whether you should wait or return for examination based on work load.

Upon examination goods/document and issue a release order which must be taken to custodian for delivery.


Release Order general information
Office DMROS ROSEAU
Declaration Type IM 7
Declarant 0086863-006717 SUNRISE SHIPPING AGENCY
Declarant reference 2010 DMM 10730
Customs reference 2010 C 6
Assessment reference 2010 L 6
Total number of Items 2
Total number of Packages 10
Release Order date 15/01/2010 12:00
OK
Cancel

	If declaration was assigned to green lane or blue, the Declarant can print his/her Release Order.

ADDITIONAL FEATURES

QUERY FEATURE

During Documentary Check an officer may re-route a declaration to query. The officer will notify the importer/broker who prepared the declaration via ASYCUDA mail that the declaration has been queried and information relating to the nature of the query. After the necessary modification(s) has been made by the importer/broker, the officer will retrieve the declaration and verify modification(s)

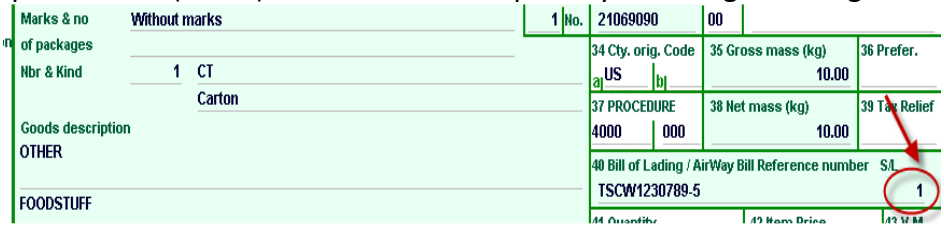
If modification results in additional duties and taxes, the importer/broker must pay the amount due before release.

Any resulting refunds should be handled by the authorized officer(s) (Asst. Comptroller etc)

The officer will then proceed to examine and/or issue release order

S/L SPLIT - IN BOX 40

The **S/L** in box 40 is mandatory only when a consignment (B/L) is split into two. The declarant must place the split number (1 or 2) to ensure correct quantity and weight is assigned to the declaration.

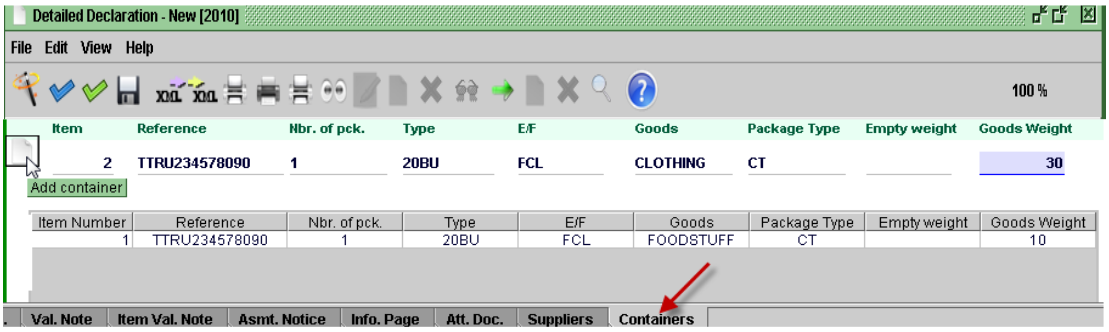


INFO PAGE AND CONTAINER TAB – IN TASK BAR

Use the **info page** to input any additional information about a consignment**.**

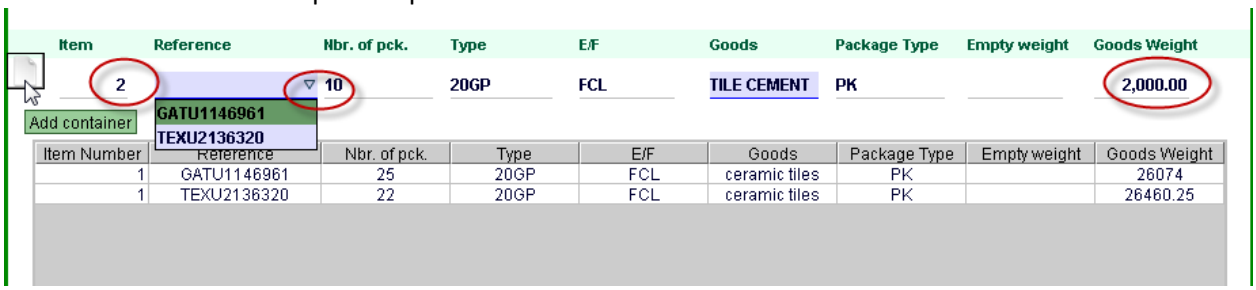
The **Contain**er Tab must be filled if the consignment is a FCL (full container load). Box 19 must be selected to activate container Tab.

To add items to the container, select Box 19 on the SAD then select container tab, add each item, select the container number which will appear in the drop down menu and use the **Add container** icon to add the information to the document. *Repeat steps for each item on declaration.*


Detailed Declaration - New [2010]
File Edit View Help
100 %
Item Reference Nbr. of pck. Type E/F Goods Package Type Empty weight Goods Weight
2 TTRU234578090 1 20BU FCL CLOTHING CT 30
Add container
Item Number Reference Nbr. of pck. Type E/F Goods Package Type Empty weight Goods Weight
1 TTRU234578090 1 20BU FCL FOODSTUFF CT 10
Val. Note
Item Val. Note
Asmt. Notice
Info. Page
Att. Doc.
Suppliers
Containers

For consignments with multiple containers, the declarant/broker must share the number of pkgs and goods weight among the containers.

After inputting the **Item** number and Reference, input the number of packages, tab to **Goods Weight** to input weight, then select **Add container** Tab. Repeat steps for each item and each container.


Item Reference Nbr. of pck. Type E/F Goods Package Type Empty weight Goods Weight
2 10 20GP FCL TILE CEMENT PK 2,000.00
GATU1146961
TEXU2136320
Add container
Item Number Reference Nbr. of pck. Type E/F Goods Package Type Empty weight Goods Weight
1 GATU1146961 25 20GP FCL ceramic tiles PK 26074
1 TEXU2136320 22 20GP FCL ceramic tiles PK 26460.25

SUSPENSE **REGIMES**

Objectives:

At the end of the session participants will:

- Understand how ASYCUDA WORLD manages warehousing, temporary import and temporary export regimes
- Learn the additional Customs controls necessary for effective management of suspense regimes
- Be able to prepare and process declarations for warehousing of goods
- Be able to the process declarations to remove goods from a warehouse
- Know how to handle re-packing in warehouses
- Know how to process declarations for other suspense regimes, such as temporary import and re-export, temporary export and re-import
- Use previous declarations to determine in-bond and ex-bond status

The current version of ASYCUDAWORLD handles suspense regimes such as –

Goods into a warehouse	IM	7	7000
Goods out of a warehouse	IM	4	4070
Temporary import	IM	5	5100,5200
Re-Export of goods temporarily imported	EX	3	3000, etc
Temporary Export	EX	2	2100, etc
Re-Import of goods temporarily exported	IM	6	6000 etc

National Customs legislation may have different provisions, or suspense regimes may have additional variations of the basic types listed above.

Examples are the temporary export of goods intended to return in the same condition as exported, (i.e. goods for display), or intended for foreign processing and return.

There may also be provisions for duty drawback or the operation of duty free zones.

The ASYCUDAWORLD training officer or supervisor will advise on the national suspense procedures handled by ASYCUDAWORLD.

A list of CPCs in ASYCUDAWORLD reference tables will show all of the suspense procedures now in use.

The entry of goods under a suspense procedure normally means that the normal duties and taxes are not collected when the declaration is processed.

The use of suspense procedures can present opportunities for the dishonest trader to evade payments of duties or for fraud.

Suspense procedures within the ASYCUDAWORLD system will suppress the calculation of duties and taxes that would otherwise be payable, and cause the details of the goods to be stored in the computer database.

Details of the goods are stored so as to create an accounting system for goods under suspense procedures.

This gives Customs an easy means of checking that all goods entered under a suspense procedure are properly acquitted - by meeting the set conditions - such as clearance and payment of duty and taxes within a certain time period, or re-exported.

Customs cannot rely on a computer system alone for effective control over the use of suspense regimes.

Effective control means also selective examination of goods to make sure that the goods match the declaration descriptions, physical stock checks of warehouses, and for clearing declarations, examinations and verification against original commercial documents.

ASYCUDAWORLD provides quick access to accurate information and can greatly help with Customs management of suspense regimes, but it cannot in any way replace the role of the Customs officer.

It will however change the way the Customs officer works and the methods used for control.

Responsibilities

The system encourages the Customs administration to place responsibility on the operator of the warehouse or the goods owner, to properly account for the physical and documentary security of the goods.

Accurate warehouse records are normally all the information relating to the entry for warehousing and exit from warehouse, and these are clearly the responsibility of the warehouse operator.

Customs controls are normally limited to the audit of warehouse operators' records.

Warehouse operators should be controlled by Customs, clearly setting out initial licensing or approval requirements and conditions.

Controls can be enforced through fiscal security on the operator as appropriate.

Customs should define the records the warehouse operator should maintain.

They should also be given advice or training on the standard of record-keeping that is required by Customs.

Accurate identification of goods

An effective inventory management system relies on accurate identification of goods.

This starts with the way goods are described and entered on the Customs declaration.

Customs administrations have guidelines and rules on the methods of declaring goods.

The way goods are declared depends on the method of calculating duties and taxes.

For example, bulk goods may be rated by supplementary units of quantity, e.g. fertilizer, wheat or rice where the rate may be calculated as national currency units per kilo.

Where duty is calculated on value and ad valorem calculation, accurate identification of the specific goods is more important.

As shown in the following exercises on suspense procedures, the ASYCUDAWORLD database stores details of goods in warehouse according to **warehouse code**, **product quantity, owner of the goods**, **country of origin of the goods** and the **Commodity Code**.

Goods into warehouse 1

Declaration	Consignee	Country of origin	ComCode	Quantity
1	A	D	K	1
2	A	D	K	1
3	A	D	K	2
4	A	C	K	1
5	B	C	K	2
6	B	E	K	2

- .....
- .....
- .....

The ASYCUDAWORLD database record for warehouse 1 will look like this -

Consignee	Country of origin	ComCode	Quantity
A	D	K	4
A	C	K	1
B	C	K	2
B	E	K	2

Import declarations numbers 1, 2 and 3 have been stored in the one combined data record, because they have the same consignee code, country and ComCode.

Import declaration 4 is for goods from a second country, so it is stored in the database as a separate record and the same applies to declarations 5 and 6.

Product Identification codes

The bulk storage record suits some commodities or transactions, however, in many cases, the ComCode may be the same but the goods are different and there needs to be a separate database record for each type. To do this, an extra identifying code to the declaration description. In ASYCUDAWORLD this additional code is called a Product Identification code.

Product Identification codes can be up to 17 alpha-numeric characters and follow the **ComCode**, in the last field of box 33.

Product Identification codes are used during the training exercises.

The Product Identification codes may be decided by Declarants/Warehouse operator, according to standards of their own design, e.g. based on internal identifying codes, such as VIN numbers, model, barcodes and SKU type numbers; **or** by Customs, and allocated to the declarants.

Because of the way data is stored in ASYCUDAWORLD, the system will not process declarations if there are two or more declaration items with the same country of origin and the same ComCode (Tariff Number).

It is also important to note that items should only be given the same identification code when they are identical in characteristics, for example a 40 inch Sony HDTV cannot be given the same Product ID as a Toshiba 40inch HDTV(cannot put apple and oranges together).

Product Identification codes are also used to remove goods from a suspense regime, such as goods taken out of warehouse. Although the goods taken from the bulk stockpile may be physically identical, the values of the individual imports and into warehouse transactions may be different. ASYCUDA will verify that the correct Customs values are used to remove the goods from the warehouse, based on the into-warehouse declaration.

Use of Guarantee accounts to secure duty liability on warehouse goods

ASYCUDA WORLD provides Customs Administration with the ability to secure duty value on warehoused goods. This facility ensures that when goods are placed under the care of a warehouse operator, the duties applicable thereon, can be recovered in the event of a planned or unplanned diversion of the goods. The use of the warehouse guarantee account however, does not relegate the responsibility of Customs to ensure that the goods are properly accounted for.

With the use of the warehouse guarantee accounts, it is possible to configure ASYCUDA WORLD to check the account balance each time the account is used. If the flag **Check balance** is set to yet, the system checks the balance of the warehouse guarantee account in the account record and if an attempt is made to assess a declaration over the maximum authorised guaranteed amount, an error message is displayed and the assessment will be rejected. However, if the flag is not set to no, this check is not carried out.

Into warehouse declarations

When the warehouse code is entered in declaration box 49, this code should have a warehouse guarantee account created with the same number. If the warehouse exists but no account exists, the system will process the declaration as if guarantees management was not configured.

Assuming that the warehouse code captured in the declaration exists and is active, and has a guarantee account that is active, then, at assessment, the system will decrease the account balance by the total guaranteed amount of the declaration.

Possible operations after declaration assessment

- Change of ownership - **allowed** - there is no change to the guarantee account
- Post-entry cancellation - **allowed** - the system increases the guarantee account balance by the amount debited at the original entry assessment

Post-entry modification of 7000/7100 entry

- Change of warehouse code - **allowed** - the guarantee account balance for the new warehouse is debited and the old warehouse account credited as if the original goods had never been received in the original warehouse
- Increase or decrease of the number of items - **not allowed**
- Change of product - **allowed** - there is no change to the guarantee account

Warehouse exit entry - CPC xx70/71

At assessment of an entry for goods out of warehouse, the goods can either be totally or partially written off.

- Total write-off - the balance of the guarantee account is credited by the amount debited by the original 7000/7100 entry
- Partial write-off - balance of the guarantee account is increased in relation to the quantity written-off i.e. if half of the original 7000 entry quantity is written off, the balance will be credited by half of the amount debited by the original 7000/7100 entry

Note - if guarantee accounts are not valid or not active, ASYCUDAWORLD still controls the goods inventory.

Possible operations after assessment of CPC xx70/71 entry for the exit of goods from warehouse -

- Change of ownership - **allowed** - there is no change to the guarantee account
- Post-entry cancellation - **allowed** - debits the guarantee account by the amount deducted at the original 7000/7100 entry assessment

Post-entry modification of CPC xx70/71 entry

- Change of warehouse code - **allowed** - the old warehouse guarantee account is debited with the amount credited at assessment and the new warehouse guarantee account is credited by the same amount
- Increasing/decreasing number of items - **not allowed**
- Change of product - **allowed** - there is no change to the guarantee account

Warehouse transfer declaration

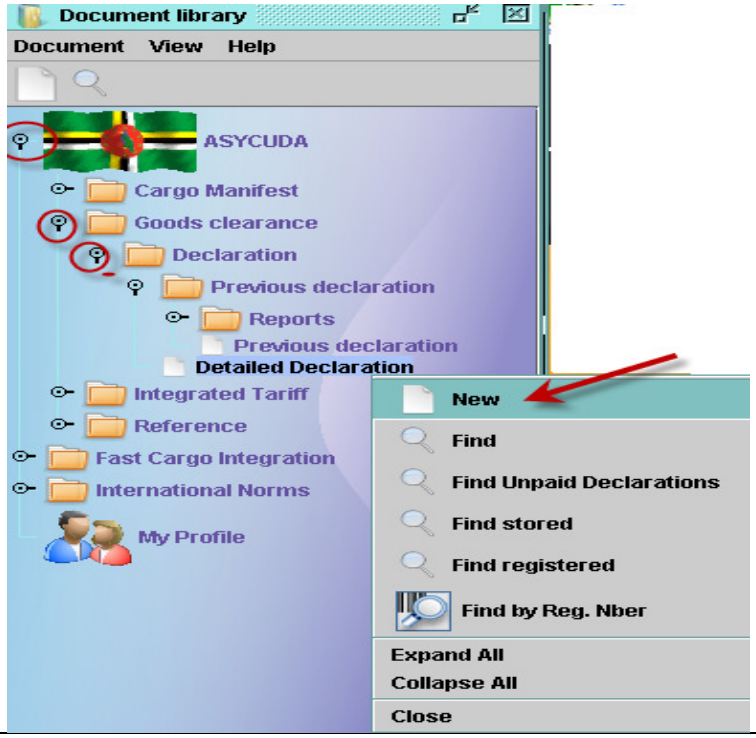
When a warehouse transfer declaration (CPC 7070/7171) is assessed, the account of the original warehouse is credited by the amount for the goods transferred and the account of the new warehouse is debited by the same amount.

In cases where Customs offer an open warehouse operation, the warehouse operator MUST receive authorization for release by way of a release order from ASYCUDA. The system of selectivity can be applied such that Customs will visit a warehouse for examination of the goods before a release order can be issued.

Creating A bond Declaration

A bond declaration follows the same steps as a regular import declaration

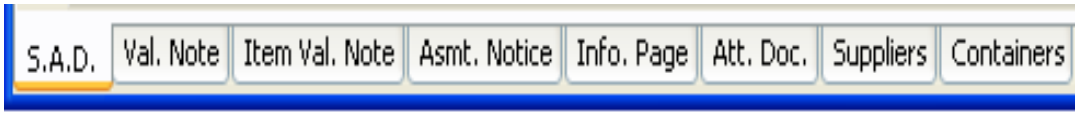
In "Document Library select the following path; **ASYCUDA→ Goods Clearance → Declaration→ Detailed Declaration,** then right click and select **NEW** from the drop-down menu.



Step 1- Create Declaration

Complete Detailed Declaration (SAD) and the SIX subsequent forms, namely:

1. **General Valuation Note form.**
2. **Item Valuation Note form.**
3. **Assessment Notice form.**
4. **Attached Document Page form.**
5. **Suppliers**
6. **Containers (if any)**



Use the TABS at the bottom of the main form to navigate between forms

Complete the SAD by entering all the mandatory information. The following is a detailed explanation of the information required for a bond declaration.

Explanation of the SAD data elements

Table 1: SAD fields

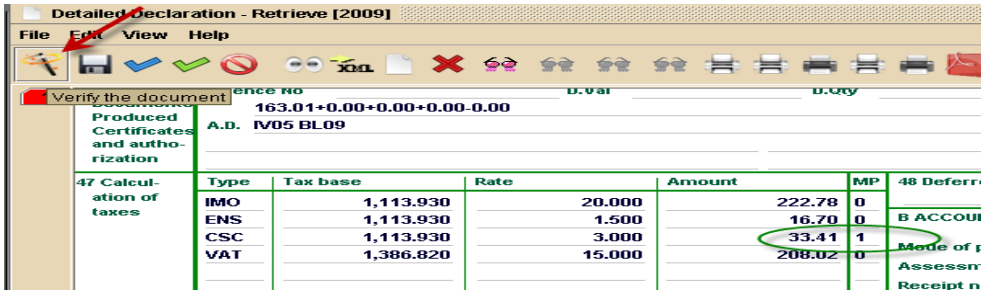
Box No.	*Box Caption*	Description
A	***Customs office of declaration****	**A customs office at which a declaration is lodged.** **In case of IMPORT the field name is: Office of destination while in EXPORT it is: Office of dispatch/Export.**
1	***Declaration****	**The declaration model selected by the user** **Type of declaration code according to the standard – IM 7 (Entry for Warehousing)**
2	***Exporter****	**In case of IMPORT the exporter is residing outside the country of destination and consequently his information does not exist in the reference data tables.**
	Manifest*	**Reference number to identify a manifest. All declarations must be linked to a B/L on a manifest. Enter year of registration and Registration no.**
6	***No. packages****	**Total number of packages for the whole declaration; packages are made in such a way that they cannot be divided without first undoing the packing. The Number of Package can never be 0.**
7	***Reference* number***	**Trader's Declaration reference number. The trader can use it to retrieve/modify his declarations. cant use it more than once in the same year. Year, number e.g. 200941**
8	***Consignee****	**Name [and address] of party who makes, or on whose behalf a Customs clearing agent or other authorized person makes, an import declaration. This may include a person who has possession of the goods or to whom the goods are consigned.**
10	***Country last consignment.****	**Country from which goods have been or will be consigned prior to final importation.**

11	*Trading country.**	Country in which the deal was done.
14	*Declarant**	Customs clearing agent; could be the trader, if he is authorized to clear his consignments by himself, or a brokerage agency.
15	*Country of export C.E.*	Country from where the goods are first exported.
16	*Country of origin**	Country in which the goods have been produced or manufactured, according to criteria laid down for the application of the Customs tariff or quantitative restrictions (quota), or any measure related to trade.
18	*Identity and nationality* of active means of transport at departure*	Means of transport used at the time of presentation (departure for export, arrival for import) of the consignment to a Customs office in the context of a goods declaration.
19	*Ctr. Container*	An indication whether goods are transported as a Full Container Load (FCL) or not.
20	*Delivery terms**	Terms of delivery
22	*Currency* & total amount invoiced*	Total monetary amount charged in respect of one or more invoices associated with the currency in which goods were purchased. The red underline draws the user's attention to the general valuation note form.
23	*Exch. Rate**	The rate at which one specified currency is expressed in another specified currency
24	*Nature of transaction.**	Code-1 specifying a type of contract under which the goods are supplied
25	*Mode transport at border**	Code specifying a type of means of transport.
27	*Place of discharge**	Name of a seaport, airport, freight terminal or other place at which goods are loaded onto the means of transport being used for their carriage.
28	*Terms of Payment**	The financial agreement between the buyer and seller of the goods.
29	*Office of entry**	Customs office at which the goods enter the customs territory of destination.
30	*Location of goods**	Name of the place where a specific goods item is located and eventual location in which physical inspection might take place.
31	*Packages and description of goods**	Plain language description of the nature of a goods item sufficient to identify it for customs, statistical or transport purposes.
32	*Item No.*	Serial number of the item in that declaration.

33	*Commodity code*/* *Product Identification*	**Code (Harmonized system) specifying a type of goods for Customs, transport or statistical purposes. / Identification number of product/VIN number**
34	*Country of Orig. Code**	**A code to identify the country in which the goods have been produced or manufactured.**
35	*Gross mass**	**Weight (mass) of goods including packaging but excluding the carrier's equipment.**
37	***PROCEDURE****	**Code specifying a procedure performed by Customs on goods which are subject to Customs control.** **The first part (Customs Procedure Code) identifies the treatment which the goods are to receive. (7000, 7070, 7100, 7170)** The second part is known as the additional CPC Code and is used to identify if the goods are claiming a special duty/tax treatment
38	*Net mass**	**Weight (mass) of goods without any packaging.**
40	*Summary declaration /Previous document**	**The identifier of a previous Customs document i.e. Customs Waybill**
41	*Supplementary units*	**Quantity of the goods in the unit as required by Customs for tariff, statistical or fiscal purposes.**
42	*Item price*	**Amount due for each chargeable item of goods or services.**
44	*Additional info.*	**Identifier of a document providing additional information.**
47	*Calculation of taxes*	**A mathematical formula is adopted to calculate the various duties / taxes /fees due on each item of the consignment. This encompasses duties or taxes applicable to commodities. The formula is applied on the tax base relevant to each tax type.**
48	*Deferred payment/Prepayment*	**Reference number identifying a prepayment account with customs**
49	***Identification of warehouse**** ***WarehouseTime Delay***	**To identify a warehouse where a particular consignment has been stored.** **Time period granted by Customs to bond goods in a warehouse**

Step 2 -Verify for consistency

After all mandatory fields have been entered on all the necessary forms, "Verify" the SAD by clicking the **Verify** icon on the top of the form, this action also calculates the duty liability


Detailed Declaration - Retrieve [2009]
File Edit View Help
Verify the document
163.01+0.00+0.00+0.00-0.00
A.D. IV05 BL09
47 Calcul-ation of taxes
Type Tax base Rate Amount MP
IMO 1,113.930 20.000 222.78 0
ENS 1,113.930 1.500 16.70 0
CSC 1,113.930 3.000 33.41 1
VAT 1,386.820 15.000 208.02 0

Step 3- Validate and Assess

The Declarant must then *Validate and Assess* the declaration by clicking the **Validate and assess** icon.

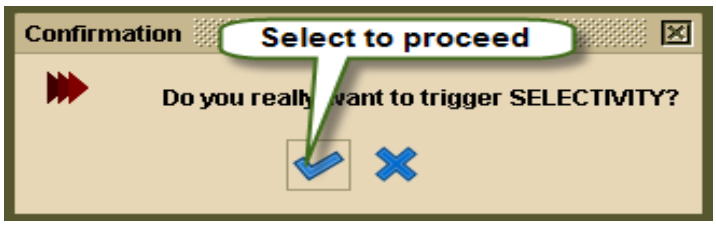
After Validation, the system will display: a Declarant Reference Number, a Customs Reference Number, and an

Assessment Reference Number.

Print a copy of assessment to make payment

Step 4 - Request Selectivity

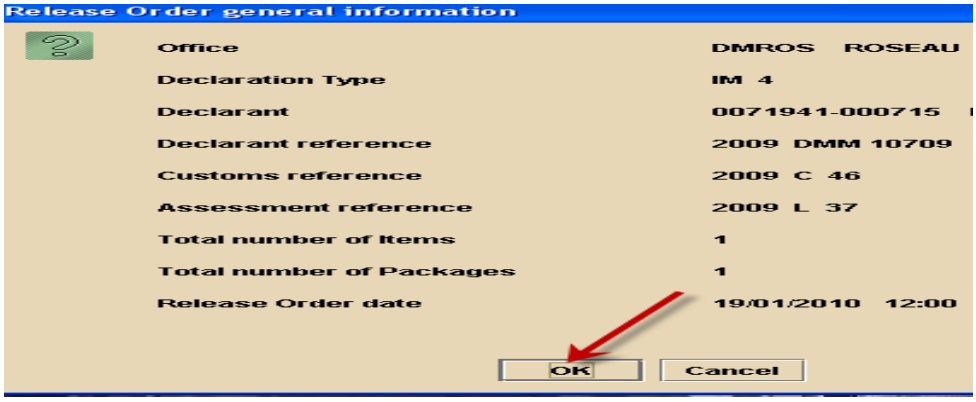
Proceed to cashier to make payment



SEE Brokers' User Manual for more details on payment and selectivity procedure

Step 5- Collect Goods

Upon satisfaction of goods examination officer will issue a release order to allow custodian to release goods.



For goods being bonded a warehouse officer may examine consignment in the customs area or on the bond premises.

Creating an Ex-bond Declaration

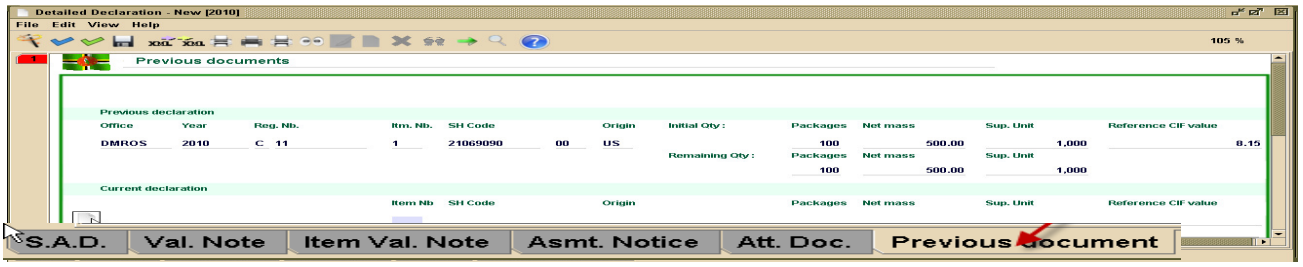
Ex-bond declarations are created in the same manner as a regular declaration with a few exceptions.

The following is a detailed explanation of the additional information required for an ex-bond declaration.

Box No.	*Box Caption*	Description
A	*Customs office of declaration* MANIFEST*	A customs office at which a declaration is lodged. Office of destination where goods were cleared. Manifest information is not required.
1	*Declaration**	The declaration model selected by the user – IM 4 (Entry for ex-bond).
22	Currency & total amt. invoiced	Total value of goods ex-bonded, must be in EC currency, item values should be entered in Item Val. Tab
33	*Commodity Code/ Product Identifier*	Commodity Code and Product identification of goods. All goods should be bonded by their product code.
37	Procedure code	Select form drop don menu (4070)- for ex-bond from Private warehouse
40	Previous Document	Customs Reference No. of bond Entry. Example. C 11. Will be inputted by the system.
41	Supplementary Quantity	No. of units must be the same as bonded units
49	Identification of warehouse /Delay Time	Warehouse where goods were bonded / How long goods should remain in bond

Completing the Previous Document

After completing the **SAD**, the **Val. Note**, & **Item Val Note** of the declaration, select **Previous Document** to subtract declared quantity from bond inventory.


Detailed Declaration - New [2010]
File Edit View Help
Previous documents
Previous declaration
Office Year Reg. Nb. Itm. Nb. SH Code Origin Initial Qty: Packages Net mass Sup. Unit Reference CIF value
DMROS 2010 C 11 1 21069090 00 US 100 500.00 1,000 8.15
Remaining Qty: Packages Net mass Sup. Unit
100 500.00 1,000
Current declaration
Item Nb SH Code Origin Packages Net mass Sup. Unit Reference CIF value
S.A.D. Val. Note Item Val. Note Asmt. Notice Att. Doc. Previous document

Complete the following fields in the **Previous Document** section;

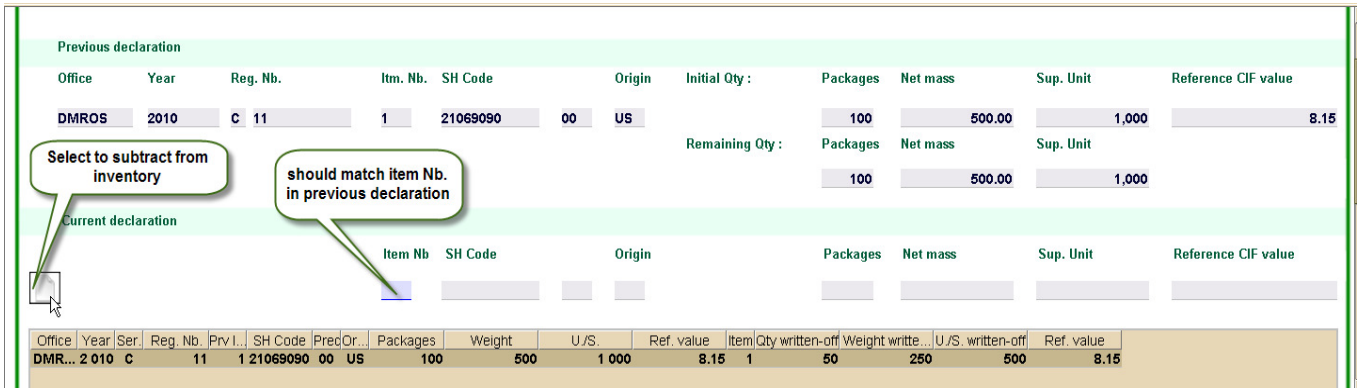
Office: Office where goods were cleared

Year: Year of registration

Reg. Nb.: Customs reg. number assigned to bond declaration

Item Nb.: Item number on declaration which are being ex-bonded

The system will input the data in the other fields, which will match information that was declared on bond entry.



Input *item number* in current declaration, system will input information in the other fields, based on quantity and value declared in SAD. Select the **Add Intrant** Icon to add information to declaration. Follow the same steps to ex-bond additional items.

After completing the previous document, continue the declaration processing steps.

Verify declaration- This will check for consistency and calculate duties.

Validate and Assess

Assess declaration and print assessment notice to pay declaration

Pay Declaration

Duty must be paid before goods are cleared from warehouse. Please not that no selectivity is required for a an ex- bond entry

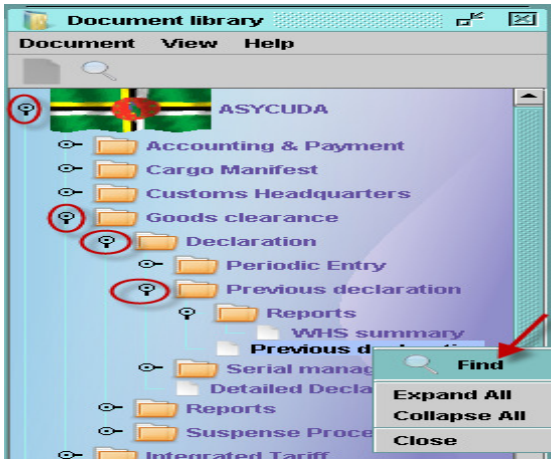
Remove goods from warehouse

The owner can now remove from warehouse the goods declared and paid for.

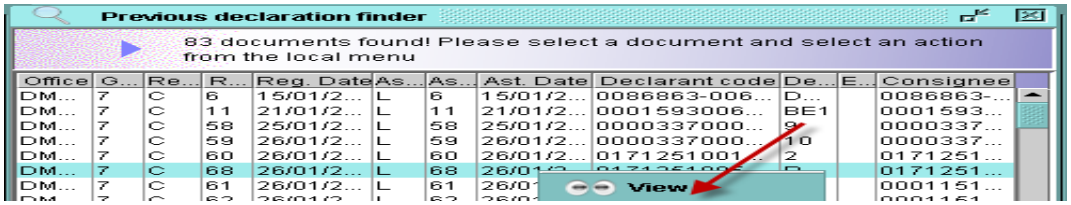
Stock Management

The owners of a bond warehouse are able to manage the stock of goods entered in a bond by accessing the previous document, which is the declaration used to bond goods.

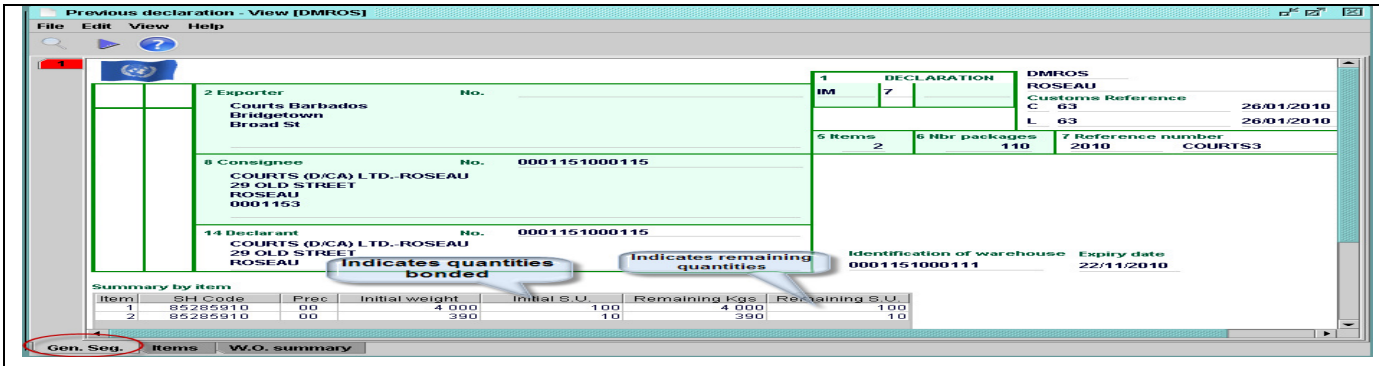
To access the previous document select the following path in the document library→ ASYCUDA→ Goods Clearance→ Declaration → Previous Declaration →Find



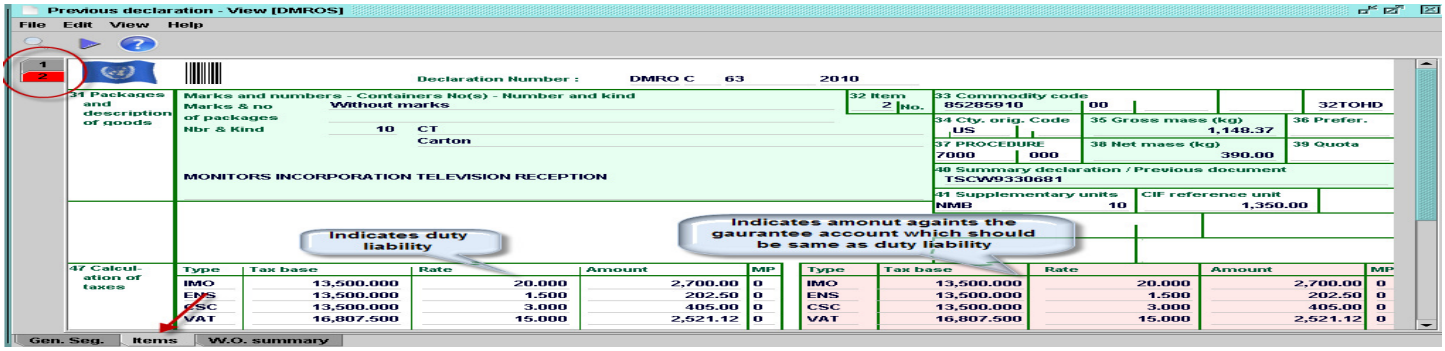
In finder, select declaration used to bond desired goods, right click and select view from drop down menu


Previous declaration finder
83 documents found! Please select a document and select an action from the local menu
Office
Consignee
View

The system will show quantities and weight that were bonded and quantities remaining in warehouse

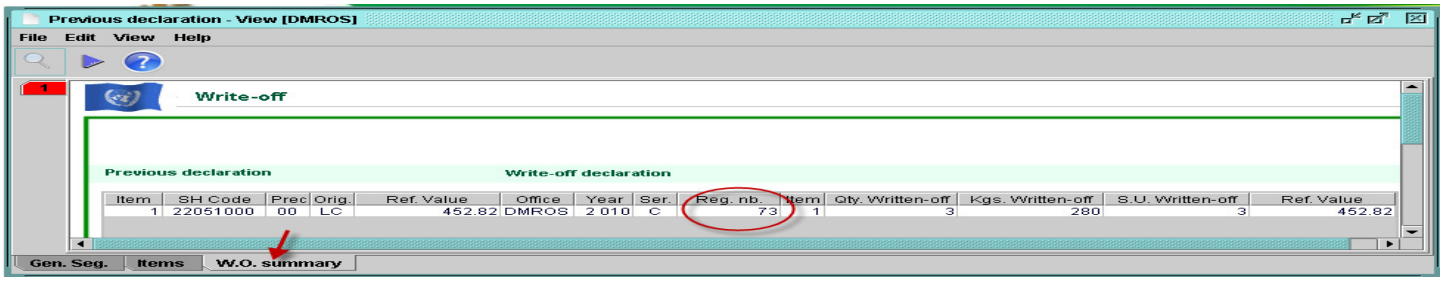


To view individual items bonded select **Items** in the task bar as shown below


Previous declaration - View [DMROS]
File Edit View Help
Indicates duty liability
Indicates amonut againts the gaurantee account which should be same as duty liability
Gen. Seg.
Items
W.O. summary

This option allows the user to the bond declaration as per items bonded

The **W.O Summary** allows user to view ex-bond declarations used to remove goods from warehouse and the quantities removed from the particular items.



Frequently Asked Questions- Declaration Module

Below is a list of system errors which may occur due to missing or wrong data inputted and possible solutions

1. Total no. of packages does not match itemized total
   Ensure that total items in box 6 is the sum of items entered in declaration

2. Principal and secondary quantities must be totally written off (not enough mass declared)
   If you clearing all the packages stated on the ASYCUDA waybill you must also clear all the Gross Mass on the declaration

3. Agreement does not match company
   Ensure that company and item are entitled to concession

4. B/L does not exist
   - ***Ensure that Destination Office on the top right of the declaration matches the Customs Office on the ASYCUDA waybill***
   - ***Verify manifest Reg. No***
   - ***Verify B/L No.***

5. Not enough packages available
   Verify no. Of pkgs on B/L matches no. Of pkgs used on declaration

6. Not enough gross mass available on B/L
   Weight used on declaration is more than weight on B/L

7. Warehouse on document does not match warehouse on previous document
   Ensure that warehouse code is selected in box 49

8. B/L already written off
   Verify that correct B/L is used

9. Pers. Resp. for financial settlement is mandatory
   Ensure that box.9 is completed

10. Following items must write off previous
    Ensure that Previous document tab is completed for all items

11. Impossible to find given line in warehouse
    Ensure that the product code, country of origin and commodity code matches that used in Bond (Previous) declaration

12. Total items value is greater than declared total

    Verify that Item Value total adds up to total in Value Note tab

13. Item totally written off please write off S.U

    Please ensure that weight per unit or no. pkgs of item in previous declaration matches that of current

14. Customs value on previous item is different. Please correct on current to continue

    Ensure that CIF unit value matches that of bond declaration or verify supp. Quantity in bx.41

15. The declaration must be a transit declaration

    Ensure that B/L used is an import B/L (Type 23), use ***VIEW WAYBILL icon to view B/L type***

16. The declaration doesn't verify or assess- nothing happens when either item is clicked.

    Follow these steps:

    - ***Log out of the ASYCUDA***
    - ***Click Start- Search -all files and folders and search for: .SOClassCache***
    - ***Open this folder and delete all the files INSIDE the folder***
    - ***Log back in and try again***